



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

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Update

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Formal Review

Date Submitted _____

SECTION I - Identification

Working Title:

Compliance Specialist / Investigator

Department:

Transportation

Job Code Number: 131476

Division & Bureau:

Director's Office

Job Code Title: Equal Opportunity Specialist

Section & Unit:

Civil Rights Bureau

Pay Band: 6, level 2

Work Address:

2701 Prospect Avenue; Helena, MT 59620

Position Number:

05005

Phone:

(406) 444-6334

☐

FLSA Exempt

☒

FLSA Non-Exempt

☒

Non-Union

☐

MPEA

☐

Blue Collar

Profile Completed By:

Megan Handl

Work Phone:

(406) 444-6324

Work Unit Mission Statement or Functional Description:

The Department of Transportation's mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The Civil Rights Bureau manages six programs under state law and federal regulations, which includes Equal Employment Opportunity (EEO) and Affirmative Action (AA) programs for Title VI and Title VII; the Disadvantaged Business Enterprise (DBE) program and supportive services; external labor and EEO contract compliance; and external and internal programs for Title I and Title II of the Americans with Disabilities Act (ADA).

Describe the Job's Overall Purpose:

Position has Civil Rights program responsibility for day-to-day management of three main areas for both MDT employees and the general public as it relates to funding or projects from MDT: (1) ensuring compliance with civil rights policies, laws, and regulations, (2) preparing and providing training on Title

VI, Title VII, and other civil rights issues; and (3) conduct investigations on Title VI, Title VII, ADA, and / or other investigations as pertinent to Civil Rights.

The position establishes, administers, and monitors program policies, procedures, goals, objectives, and program operations; integrates Title VI and Title VII requirements into MDT agency operations as necessary or requested; interprets and applies laws, rules, and requirements to unique circumstances and implements changes; assists and educates staff and public to maximize their knowledge of MDT's responsibility to assure that no person be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of MDT.

SECTION II - Major Duties or Responsibilities

This section should be a clear concise statement of the position's major duties and the approximate percent of work time for each duty

% of Time

A. Program Management / Compliance

35%

Administer and supervise the day-to-day operations of MDT's Title VI and Title VII Programs in accordance with Federal Transit Authority (FTA), Federal Aviation Administration (FAA), and Federal Highway Administration (FHWA) laws and regulations as well as state laws and regulations. Advise and assist all Civil Rights staff on legal issues and program compliance.

1. Review and evaluate federal and state requirements and provide technical support and guidance in interpreting the rules, which may conflict between federal regulations and state law.
 - Monitor and keep current on legislative and congressional changes to state and federal civil rights laws as well as state and federal court cases interpreting those laws.
 - Advise Civil Rights Bureau Chief on legal issues and assist with any investigations and non-compliance issues.
 - Develop and monitor program policies, procedures, goals, objectives, and program operations to ensure compliance with federal and state requirements.
2. Conduct Title VI Representative meetings and activities. Coordinate with Title VI Representatives, agency staff, and affected members of public to develop, update, and implement MDT's Title VI plan and assurances for each federal program.
3. Prepare quarterly and annual reports for Civil Rights Bureau Chief to summarize accomplishments and planned activities for the next year.
4. Monitor Environmental Justice and Limited English Proficiency programs to ensure compliance with Title VI.
5. Develop, coordinate, and conduct community outreach (pamphlets, brochures), public education (training tools and delivery) and technical assistance (advisory consultations or visits) to recipients and MDT staff regarding Title VI obligations.
6. Monitor public hearings to ensure meetings are held in accordance with Title VI.
7. Ensure that state and local agency subrecipients understand and implement their Title VI responsibilities and how to comply with the law.
 - Develop and administer program policies, procedures, operational plans, and training activities to assist subrecipients with their compliance.
 - Conduct reviews of subrecipients to ensure compliance with Title VI.

- Write concise and complete reports justifying any findings or conclusions.

8. Review and approve appropriate MDT contracts for compliance with civil rights laws.

B. Investigations

35%

Investigate complaints filed by the public as it relates to funding or projects from MDT as well as complaints filed by MDT employees

1. Meet with individuals inquiring about filing a complaint.
 - Determine if the individual has a valid complaint under Title VI, Title VII, ADA or any other civil rights issues.
 - If necessary, facilitate a resolution to address the issue. Suggest possible courses of action.
2. Investigate Title VI, Title VII, ADA, or other complaints as assigned by Civil Rights management in a timely manner according to the law.
 - Determine scope of investigation, gather and analyze appropriate documentation, conduct interviews, apply appropriate laws, and determine if complaint was supported.
 - Prepare a clear and concise report to summarize findings and present to Civil Rights management and MDT Director.
3. Meet with MDT management to determine courses of action and follow-up to determine if results of the action were satisfactory.
4. Monitor complaints pertaining to MDT filed with other entities.
 - Coordinate with other investigators and / or other legal staff to provide investigatory work performed and testify in hearings and trials.

C. Training

25%

Conduct training for MDT employees and subrecipients of MDT funding on civil rights issues.

1. Identify, develop, and present training on Title VI, Title VII, and other Civil Rights topics to MDT employees.
2. Identify, develop, and present training to provide Title VI Representatives, MDT staff, and affected members of the public with skills necessary to ensure compliance with Title VI, Title VII, and other Civil Rights topics.
3. Utilize different training formats to meet needs of target audiences including classroom presentation, workshops, practical exercises, videos, etc.
 - Tailor courses to audience's level of understanding and ensure participants have the ability to provide input.
4. Schedule training dates and locations to ensure training is delivered in a timely and cost-effective manner.
5. Track and report attendance per MDT policy.

D. Other Duties

5%

Perform a variety of other duties and activities as assigned by the Chief and Supervisor in support of the Department mission and Bureau objectives. This includes coordinating special projects, attending meetings and conferences, participating in ongoing education and training, and performing a variety of other duties as requested.

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1. ***The following duties and/or specific tasks listed under section II above are considered “essential functions” because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):***

Duty A: Program Management / Compliance

Duty B: Investigations

Duty C: Training

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts, laptops)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state to construction sites, local government offices, and training workshops
- Operating a personal computer
- Communicate in writing, in person, and over the phone

MENTAL

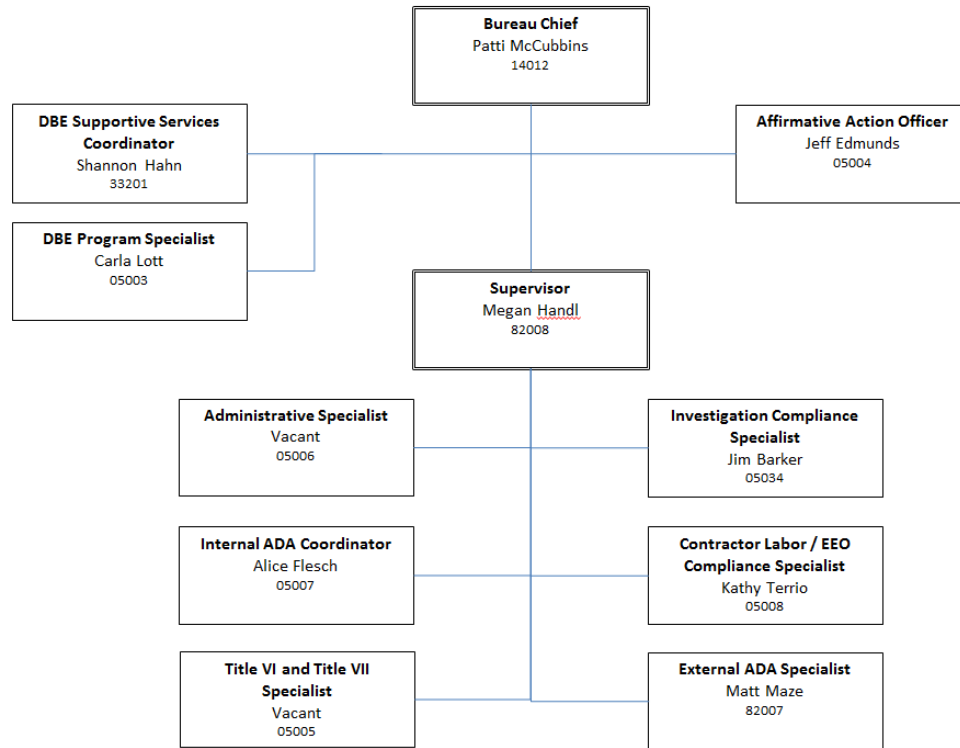
- Deal with the public on a regular basis
- Ability to multi-task
- Ability to meet deadlines
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Negotiating
- Instructing
- Maintaining composure in hostile encounters

2. Does this position supervise others? ☐ Yes ☒ No

Number directly supervised: N/A

Position Number(s) of those supervised: N/A

3. Attach an Organizational Chart.



SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE

- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and policies related to Title VI, Title VII, and other civil rights issues.
- Knowledge of contract provisions as they relate to civil rights

SKILLS

- Ability to interpret laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and policies related to Title VI, Title VII, and other civil rights issues.
- Ability to utilize multiple investigation techniques
- Strong organizational skills; ability to manage multiple projects under tight deadlines and respond to non-routine situations
- Use discretion and judgment when handling confidential and/or sensitive information
- Presentation and technical writing methods and techniques
- Identify complex problems and review related information to develop and implement solutions

- Operation of personal computer and business software applications
- Establish and maintain effective and positive working relationships with co-workers; federal, local, and state officials; subrecipients; legislators; and the general public.
- Communicate effectively orally and in writing as appropriate for the audience
- Research, gather and analyze facts and circumstances and draw effective conclusions.
- Conduct research into diverse areas of law and interpret and apply statutes, case law, and precedents as it relates to civil rights.
- This position works in a professional office environment and deals with the public on a regular basis.
- Effectively deal with employees and public on contentious and confidential information.
- Manage multiple tasks simultaneously while still meeting deadlines.
- Understand and interpret laws, analyze data, and compile reports.
- Instruct and train a diverse group of individuals.

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Acceptable: Law, Business Administration / Management, Human Resources, Public Administration

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input checked="" type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience (optional):

Two years of related experience.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include:

Equivalent combinations of education or experience may be considered.

SECTION IV – Other Important Job Information

☐ Fingerprint check

☒ Valid driver's license

☒ Background check

☐ Other; Describe

May have extensive travel typically in the spring with training schedule and as needed for investigations.

Driver's Records Check: Compliance with Mont. Admin. R. 2.6.201, "State Vehicle Use," and MDT Policy # 3-0134, "Addendum to Risk Management and Tort Defense Division State Vehicle Use Policy" are a condition of employment. Successful applicants will be required to sign a release form which authorizes the Department to obtain the applicant's permanent driving records.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Director:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Brent Rabe/Designee

Human Resources Administrator
Human Resources Division

Signature: _____ Date: _____